

## **FIRE CHIEF**

(Competitive)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations; develops and administers the departmental operating budget; provides for the preparation of records documenting department activities; performs public relations duties; provides for training of subordinates; provides for a program of fire prevention; and oversees the care and maintenance of all department equipment and property. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Mayor and the Board of Aldermen.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Reviews incoming communications and routes work to the appropriate person or location. Locates grants available for fire protection and prevention projects and administers grant-funded projects.

Collects data from department records, legislative and legal data, or data from other recognized authorities, to be used in making management decisions and for planning purposes. Reviews information gathered during research and decides if new programs or policies are needed or if changes in current structure or operation are needed. Monitors any local conditions which may create situations the department may be called upon to handle.

Develops a risk management program and monitors the results by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents. Develops and implements a safety program for the department.

Prepares and develops a departmental operating budget. Authorizes expenditure of funds allocated for fire department operations, making sure that such expenditures are in accordance with the budget.

Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Personally completes any forms or records required. Writes letters in answer to written or oral requests addressed to the fire department. Writes public service announcements, news releases, newspaper articles, or any other official department position paper for publication. Writes requests for grants or other special funds to aid in the operation of the fire department.

Promotes a positive image of the department in the daily performance of duties by interacting with the public. Coordinates the work of the department with related federal, state, and local agencies. Serves as official department representative at any required meetings. Makes speeches before school or civic groups. Works with boards and agencies, providing them with information and any other assistance which may benefit the fire department. Handles complaints from the public concerning fire department operations.

Supervises all volunteer firemen assigned to the fire department. Outlines responsibilities and delegates assignments to volunteer firemen for the effective operation of the department. Sets task priorities and long term goals for volunteer firemen in order to best accomplish the goals of the organization. Holds formal meetings with volunteer firemen for the purpose of receiving reports, disseminating information, and discussing work problems. Inspects the appearance of department equipment and volunteer firemen to ensure that these meet departmental standards for safety and propriety. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Reviews reports written by volunteer firemen in order to determine if jobs were completed effectively and in accordance with departmental procedures. Provides on-the-job training for volunteer firemen. Maintains discipline among volunteer firemen by conducting corrective interviews and administering disciplinary action.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs not available in the departmental training program. Serves as an instructor for formal classroom training.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Obtains estimates on repair costs and arranges for repairs of all department buildings, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished. Reviews products by meeting with sales representatives and evaluating specifications

for products to be purchased. Prepares specifications on new fire department equipment for public bids. Maintains an inventory of supplies and equipment for the department. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Provides for and oversees a communications system for the department.

Develops and implements an emergency management system and directs intermediate command staff members who are responsible for various aspects of the operation. Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Establishes and implements effective fireground communications procedures to avoid confusion and to promote maximum effectiveness of fireground operations. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness.

Directs a program of fire inspections in accordance with all applicable federal, state, and local laws and regulations. Directs a program of pre-fire planning in order to provide fire fighting services to the community in the most efficient manner possible.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and a qualified elector of the State of Louisiana.

Before appointment, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the required duties of the position.

#### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

##### **EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations

and management. Must have a minimum of five (5) years of fire suppression experiences.

**OR**

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management. Must have a minimum of five (5) years of fire suppression experience.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management. Must have a minimum of five (5) years of fire suppression experience.